

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3412

GRADE: S-31

TITLE: ASSOCIATE DIRECTOR OF LIBRARY TECHNICAL OPERATIONS

DEFINITION:

Under direction to coordinate and direct the Library System's centralized technical units; to research new methods, policies, and procedures; and to do related work as required.

TYPICAL TASKS:

Directs the technical processing activities of the Library System, including operations relating to materials selection, the provision of young people's information, and audiovisual services;
Researches, evaluates, and recommends new methods, policies, and procedures affecting the acquisition, cataloging, and selection of library materials;
Develops and coordinates the Technical Operations budget, including equipment, staffing, and materials justification;
Reviews and revises the workload, productivity, and effectiveness indicators;
Participates in the Library Board's deliberations on the budget submission;
Interviews, selects, supervises and evaluates Program Coordinators;
Directs and coordinates the development of Divisional goals, objectives, and work plans;
Monitors the implementation of the Divisional work plans and revises the plans, as necessary;
recommends and plans for additional or revised programming and informational service activities based on evaluations of current programming and informational services and systems goals and objectives;
Allocates the materials budget based on an examination of materials utilization studies;
Recommends, conducts and/or assigns additional materials evaluation efforts;
Participates in the planning for new facilities, including determination of shelving and collection requirements;
Coordinates weekly staff and task force meetings;
Attends other meetings, conferences, and workshops as required;
Administers catalog access to the Library's materials and identifies alternative methods for providing cataloging information;
Develops specifications for cataloging equipment and processing services, and troubleshoots maintenance of the contracts with the vendors;
Coordinates distribution of the COMCAT editions to the branch libraries;
Prepares activity and special reports as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles and practices of library administration and library science;
Knowledge of budgeting and financial record keeping;
Ability to plan and direct technical processing activities;
Ability to plan, direct and coordinate the activities of a large staff;
Ability to communicate effectively, both orally and in writing;

CLASS CODE: 3412

GRADE: S-31

TITLE: ASSOCIATE DIRECTOR OF LIBRARY TECHNICAL OPERATIONS

Page 2

Ability to maintain courteous and effective working relationships with employees and the general public.

EMPLOYMENT STANDARDS:

Graduation from college with a Master's degree from an accredited library school and five years of increasingly responsible professional library experience, including three years in an administrative capacity, one of which should have been in technical processing.

NECESSARY SPECIAL REQUIREMENT:

Possession of a certificate issued by the Virginia State Board of Certification of Librarians.

APPROVED: October 25, 1982

1044O